Creating Legacy Donors through Planned Giving!

Wednesday, September 12, 2018
11:30 a.m. Registration Program 12:00-1:00 p.m.

DAVID B. WIEST is a partner at Hasselberg Grebe Snodgrass Urban & Wentworth. He practices in the areas of estate planning and estate administration, real estate, taxation, and business law. In 2017, he was named an Emerging Lawyer by Leading Lawyers magazine.

David attended the University of Illinois and received his Bachelor of Arts degree in Economics, graduating magna cum laude with high distinction. David graduated with honors from the University of Iowa School of Law. He was a member and contributing editor on the Iowa Law Review and was a three-year elected representative on the Iowa Student Bar Association.

David is active in the community and was named one of Peoria’s 40 Leaders under Forty by Inter Business Issues magazine. He currently serves as the Secretary of ICC Educational Foundation Board of Directors, and is the Chair of the Advisory Counsel of the Emerging Philanthropists Fund. Formerly he has served as the Chair of the Young Professionals of Greater Peoria, on the Board of Directors of the Peoria Chamber of Commerce, and the Associate Board of the Peoria Riverfront Museum.

Wednesday, September 12, 2018
Peoria Symphony Orchestra
101 State Street, Peoria, IL 61602
(Inside the WTVP Building)

Performance space is to the right as you enter.
Parking is available on the street, in the lot to the right of the building, and in the lot across from Kelleher's by ELM.

$15 for Members/ $25 for Guests
RSVP to info@afpcentralillinois.org
Website: http://afpcentralillinois.org/public_html/
Check out our NEW WEBSITE!

We have been working behind the scenes to create a new website for our chapter.

Thank you for helping us to make your experience the best it can be for all involved. Please go through and find some new features:

1. Front page with link to upcoming meeting
2. Front page with link to Philantopics
3. Meetings page with the ability to pay directly for your meeting

We are currently adding more each month. Please stay tuned for more information. [http://afpcentralil.org](http://afpcentralil.org)

The National Philanthropy Day awards luncheon on Wednesday, November 14, 2018 provides a unique opportunity for organizations to publicly express their appreciation to those who do so much to enhance philanthropic support in our community.

Award recipients will be announced after September 5, 2018. For more information, please go to: [www.afpcentralillinois.org](http://www.afpcentralillinois.org)

RESERVATION FORM

Name:_________________________
Organization: _____________________________________
Address:_____________________________  City/State/_______________
Zip:_______________________________
Phone:________________________
E-mail:___________________________________________

$15 per AFP member / $25 per guest  Amount enclosed:___________

To make your reservations for the meeting, please e-mail info@afpcentralillinois.org.

Please send this form with a check marked “September 2018” payable to AFP Central Illinois Chapter to: Central Illinois AFP, P.O. Box 5323, Peoria, IL 61601

Reservations are due by September 7th.

No reservations will be taken after 5:00pm, Friday, September 7th
Any cancellations received after this date will be charged the full amount.

If you prefer online registration and payment please go to our website to complete your transaction.

Thank you for your past gifts and thank you to those that will be supporting BE the CAUSE this year. You are the best of the best; fundraisers who are also philanthropists.

BE the CAUSE is the cooperative, annual fund campaign of the AFP Foundation for Philanthropy and our chapter. Your investment in the AFP Foundation for Philanthropy will help support local, national and international programs:

- Diversity scholarships to the AFP International Fundraising Conference
- Scholarships that provide fundraisers and nonprofit leaders with education, training, and leadership development opportunities.
- Research that increases knowledge of fundraising, philanthropy, and social innovation including the Growth in Giving Initiative.

A portion of every donation you make to BE the CAUSE comes back to our chapter to support important chapter programs like last month’s fabulous educational session with Lynne Wester!

Many thanks to the following Central Illinois members who have already supported our BE the CAUSE Campaign!

Robin L.T. Ballard  Shelly Kerker  
Kristen Berchtold, CFRE  Lindsey Kerr  
Toni K. Burningham, CFRE  Andrea Koerber  
Danielle Easton  Anne Marie Miller  
Jen Funk, MS  Susan Monroe  
Sandra Garza  Priscilla Slaughter  
Stephanie Holmes  Shelly Smith, CFRE  
Joy Hutcraft, CFRE  Lisa Stuckey  
Stephanie Johnson  Jennifer Sublett  
Joy Hutchcraft, CFRE  Erica Wright

Make your BE the CAUSE gift today!

Questions? Contact Kristen Berchtold, BE the CAUSE Campaign Chair at 309/222-2751 or kberchtold@southsideofficeofconcern.org.

P.S. The more our chapter donates toward BE the CAUSE, the more AFP Central Illinois will benefit, by receiving a larger share of campaign revenue to support local scholarships and educational programs!
Executive Assistant and Visionary Society Coordinator

Reports to: VP of Development  
Status: Full-Time, non-exempt  
Hours: Usually 9:00am-5:00pm M-F, some flexibility and evenings and weekends as required

Job Summary:  
The Executive Assistant and Visionary Society Coordinator is responsible for supporting the day to day operations of the development department, primarily the Visionary Society (the Museum’s major donors) and the President & CEO. The Executive Assistant and Visionary Society Coordinator provides administrative support for the CEO, coordinates communications and activities for Visionary Society members, and assists with fundraising and member events.

Essential Responsibilities:
- Greet visitors to the Museum administration offices; respond to general inquiries about the Museum.
- Coordinate the CEO’s calendar and provide other administrative assistance to the CEO as needed.
- Maintain contact information and communications with current and prospective Visionary Society members.
- Process and maintain records and fulfill membership benefits for Visionary Society members, including coordinating Visionary Society events.
- Assist with Board and volunteer Council meetings as needed.
- Assist with planning and execution of fundraising events and member events.
- Provide general support for other development projects as needed.

Job Requirements:
- High school diploma or equivalent required; Bachelor’s degree strongly preferred.
- Working knowledge of Microsoft Office.
- Experience with data entry and extracting reports from a database management system such as a donor database strongly preferred.
- Strong organizational and communication skills, and the ability to work collaboratively with volunteers, staff and public in a wide variety of activities centered on the Museum’s development initiatives.
- Ability to maintain confidentiality, exercise attention to detail, and complete assignments in a timely manner.
- Self-motivation, willingness to work on a range of tasks that support CEO and development functions, flexibility to respond to emerging opportunities, ability to work well as part of a team, and creativity in the development of new ideas and programs.
- Ability to speak effectively and communicate the cultural and educational values of a museum to the public.
- Knowledge of fundraising techniques and museum operations preferred.

Essential functions (ADA):
- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
Part Time Grant Writer, The Center for Youth and Family Solutions

About the Position

Reporting to the Chief Operating Officer, the Grant Writer for The Center for Youth and Family Solutions is responsible for preparing and producing compelling grant proposals and funder reports.

KEY DUTIES AND RESPONSIBILITIES:

Prepare grant proposals and necessary supporting documentation, including developing proposed budgets for submission to potential funders.

Work closely with program leadership in developing and transforming ideas into grant proposals.

Perform prospect research on potential sources of funding.

Maintain accurate database records on funding prospects.

QUALIFICATIONS AND EXPERIENCE:

A bachelor’s degree with a 5+ years in development and grant writing.

Ability to write clear, structured, persuasive proposals.

Ability to listen well to the program goals and/or accomplishments and record them accurately and skillfully in reports and proposals.

Highly self-motivated and able to work independently.

Excellent verbal and written communication skills, including excellent editing and proofreading.

Strong research skills.

APPLICATION PROCEDURES

To apply, and for complete information, visit www.dacc.edu/hr. AA/EOE
General Summary
The Associate Director of Development and Donor Engagement will engage Student Affairs donors and prospects through personal outreach using face-to-face visits, key programs, events, and communications with a goal of maximizing annual support and deepening institutional involvement. The Associate Director is a front-line fundraising professional who will use phone, email, social media, visits and events as well as other creative tools for engagement and cultivation, and solicitation of leadership level annual gift commitments (above $1,000 and below $25,000). As a member of Student Affairs, the Associate Director will be responsible for continuously learning about Illinois State University’s culture, programs, and evolving volunteer and fundraising opportunities. A donor-centric approach is used to inspire and qualify philanthropic interests in any area of Student Affairs as well as Illinois State University, which is achieved through strong partnership with the University Advancement team. The Associate Director position will require occasional evening and weekend hours. Donor outreach will be primarily digital or involve regional visits and events but there is potential for occasional long-distance travel.

Required Qualifications
1. Bachelor’s Degree.
2. Demonstrated ability to cultivate and grow relationships with various constituents, including alumni, parents, students, donors, and corporations.
3. At least 3 years of fundraising experience or equivalent work experience that demonstrates the capacity for success in fundraising, especially in the cultivation and solicitation of gifts in a one-to-one setting.
4. Strong working knowledge of fundraising principles, donor engagement strategies, and alumni engagement.
5. Excellent interpersonal, written, and verbal communication skills and comfortable requesting visits with donors, alumni, and staff.
6. Ability to work effectively with persons from diverse backgrounds while supporting a welcoming and inclusive environment.
7. Self-motivation and results-driven, excellent time management and organizational skills, and efficiency in multitasking.
8. If this position is Security Sensitive or if you are subject to a criminal background investigation based on University policy, employment is contingent upon you passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

Desired Qualifications:
1. Master’s Degree in Student Affairs, Higher Education Administration, or related field.
2. Demonstrated experience in donor engagement and fundraising (annual campaigns, grants, major gifts, planned gifts, etc.).

Necessary Licenses/Certifications/Degrees
Bachelor’s degree

All application materials must be submitted online. Application materials submitted via fax, email, or mail will not be accepted.

Illinois State University is an Affirmative Action/Equal Opportunity Employer.
If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law you may request an accommodation by contacting the Office of Equal Opportunity and Access at 309-438-3383 or equalopportunity@ilstu.edu.

If you are having difficulty accessing the system, please call Human Resources at (309) 438-8311.

Contact Information
Casey Vitalez
Office of the Vice President of Student Affairs
clvital@ilstu.edu
309-438-5451

Departmental Homepage
http://studentaffairs.illinoisstate.edu/

Required Applicant Documents
PLEASE NOTE: These documents are required to be submitted online in order to complete the application process.
GENERAL SCOPE OF DUTIES:
Provide leadership in the areas of fund development and building relationships with individuals, businesses and community organizations for the purpose of securing financial resources to meet EPIC’s goals. Develop and maintain close working relationships with the local philanthropic community, individual and corporate donors, sponsors, board members and volunteers. Support the Foundation board in building the assets of the EPIC Foundation. Plan, manage, and implement a comprehensive private and public sector fundraising program including special events to benefit EPIC programs and services. Serve as liaison to the EPIC Foundation of Central Illinois and Board of Directors on fund development initiatives. Support and educate others on the philosophy of the agency’s mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following:

**Fund Development Management:**
1. Champion, create and execute a strategy for a large sustained base of annual individual donors. Develop annual strategic goals and objectives for continuous development of financial resources for EPIC.
2. Develop annual budget projections and oversee expenditures in donor campaigns, development activities, and community relations within budget restrictions.
3. Aggressively seek new corporate and foundation funding sources and build relationships with existing corporate and foundation supporters.
4. Have the desire to get out of the office and build external relationships. Meet prospective donors and supporters on a continual basis to establish effective communications with them. Steward relationships with current, past, and new donors and supporters.
5. Grow a major gifts program including identification, cultivation, solicitation, and stewardship of major donors.
6. Train board members and other volunteers to fundraise for the organization. Provide support for their efforts.
7. Oversee fundraising database and tracking systems. Maintain accurate records of all fundraising activities. Analyze donor data to identify opportunities and trends.
8. Create an impact report of organization accomplishments for stakeholders.
9. Design, organize, and implement an annual giving campaign, including direct mail, online, and peer to peer solicitation components.
10. Develop and manage comprehensive planned giving program.

**Special Events:**
1. Oversee the coordination of EPIC major special events, i.e. annual Bon Appetit.
2. Develop corporate sponsorship packages and secure sponsors to underwrite special events.
3. Overseer organization of other special events throughout the year.
4. Evaluate special events for effectiveness in order to maximize revenue and minimize expenses and, if necessary, develop a transition plan to convert special event donors to other forms of support.
5. Along with the CEO serve as primary liaison to, and provide support for, community groups and organizations holding fundraising events and activities to benefit EPIC. Maintain complete and accurate event records and data.

**Other Duties:**
1. Serve as the staff liaison to the EPIC Foundation Board. Assist foundation members in setting meeting dates and agendas, notifying members and supporting their policy role in the activities of the foundation.
2. Actively partner and collaborate with EPIC’s marketing services:
   - in the design, printing and distribution of marketing and communication materials for development efforts
   - in developing and implementing social media strategies for development efforts
   - in management of PR needs for special event communications
   - Serve as the primary liaison to the EPIC Board with respect to fund development activities and build Board engagement to support fund development initiatives.
   - Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
   - Be organized and exhibit “follow through” on tasks and goals.
   - Must be able to work independently, as part of a team and have strong team-building skills and ability to prioritize with minimal supervision.
   - Build relationships with community stakeholders to advance the mission and fundraising goals of the organization by participating actively in the community.
   - Conduct tours, speaking engagements, and other community relations activities on behalf of the organization.
   - As directed by the CEO, represent EPIC as the agency spokesperson.
   - Adhere to EPIC policy and procedures.
   - Maintain a positive and respectful attitude.
   - Demonstrate flexible and efficient time management and ability to prioritize workload.
   - As a mandated reporter, assure all allegations of abuse and neglect are reported as required.

For more information please go to www.EPICci.org